FABS
Fire and Building Safety

Request for Certificate of Occupancy

This form shall be completed to request a Certificate of Occupancy (COO). Attach all documentation as noted below. Submit the request to Fire and Building Safety via email at fabs@ucmerced.edu .

PROJECT INFORMATION		
Application Date:	Permit #:	Code Year:
UC Merced Project Name:	Campus:	
Legal Property Owner:	Premise Identification #:	
Project Address:		

BUILDING INFORMATION		
Complete the building information below for New Construction projects, changes in square footage, and changes to occupancy type. For all other project scopes, write "N/A".		
Occupancy:	Type of Construction:	Building Sprinklered: ☐ YES ☐ NO
Occupant Load:	Building No. of Stories:	Project Sprinklered: ☐ YES ☐ NO
Square Footage:	Project No. of Stories:	Fire Sprinkler Required: ☐ YES ☐ NO
Description of the Occupied Space: Including use of the Facility, requirements of the code for occupancy and division of occupancy for which the proposed occupancy is classified.		

APPLICANT	
UC Merced PM Name:	UC Merced PM Email:
UC Merced PM Department:	UC Merced PM Phone:

PROJECT CONTACTS	
CBO Inspector Name:	CBO Inspector Phone#:
DCFM Inspector Name:	DCFM Inspector Phone#:

APPLICATION DOCUMENTS Check Items included with Application. Refer to INST-411A COO TCO FEM Checklist		
☐ Signed/Completed Job Card	☐ Letter of Completion and Reports - Special Inspections	☐ NA
☐ Letters of Completion (AOR/EOR)		
Note: Do not apply for Certificate of Occupancy until other project contractual obligations are satisfied.		

FABS USE Do not write below.	
Confirm all Inspection Documents filed: ☐ Yes ☐ No	Confirm all BPS Applications Closed: ☐ Yes ☐ No